2-4

## **Contract Maintenance:**

## **Review WBS Details**

## **Objective**

Understand Purpose of Work Order Details

HiCAMS Review WBS Details

## View Work Order Details

This window is for inquiry purposes only; information cannot be updated.

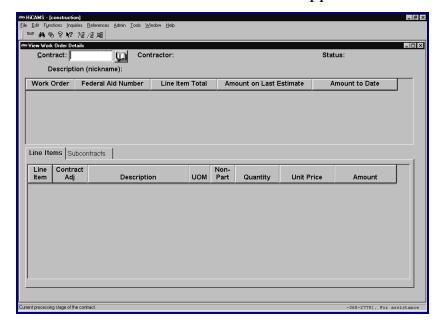
**Note:** Its primary purpose is to display a "snapshot" of contract line item and work order information, so information can viewed in one convenient location.

The **View Line Items** window can also be directly accessed from this window.

To view work order details and their corresponding line items, perform the following steps:

- **Step 1:** Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."
- Step 2: Select **Contract Maintenance** from the **Functions** menu and choose **View Work Order Details** from the sub-menu that appears.

The **View Work Order Details** window appears:

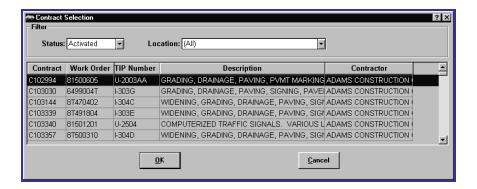


HICAMS Review WBS Details

**Step 3:** Click the book icon to the right of the *Contract* field.



The **Contract Selection** window appears:



**Tip:** The information in the window is sorted by contract number in ascending order. To change the sort order or type, click the corresponding column title.

**Step 4:** To display only those contracts with a particular status, select the desired choice from the list box in the *Status* field.

By default, the contracts displayed in the window are those associated to each office.

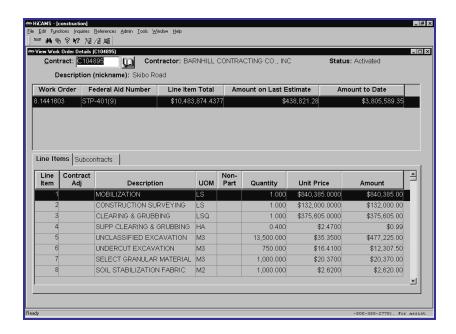
**Note:** To select a contract from another location, select it from the list box in the Location field. You can also choose the option **All**, to display all available contracts that have been authorized or activated.

**Step 5:** Choose the contract to select from the list in the window using the scroll bar, if necessary.

Step 6: Click OK.

The **View Work Order Details** window displays; the information associated with the contract selected appears:

HiCAMS Review WBS Details



**Tip:** Instead of using the Contract Selection window to retrieve the desired contract, type the contract number in the Contract field.

**Step 8:** Select the Work Order number in the window for to view details.

The Line Items funded by the selected work order appear in the tabbed folder in the lower portion of the window.

**Step 9:** To view details for one of the Line Items in the Line Items tabbed folder, double-click on the corresponding Line Item number.

The **View Line Item Details** window appears.

For more information about viewing Line Item details, see the section "View & Print Line Item Details."